

SERVICES INCLUDED

At FrankCrum, our highest priority is client satisfaction. Our employees are dedicated to providing you and your staff with the highest level of customer service. The following is an outline of services included in the administration fee that FrankCrum performs on your behalf.



WORKERS' COMPENSATION

- Issue workers' compensation certificates
- File statutory Workers' Compensation Notice of Injury report
- Direct medical treatment
- Prepare and submit year-end OSHA 300 reports
- 24-hour reporting of catastrophic and/or death claims to OSHA
- Access to workers' compensation posters
- Prepare loss runs
- Provide panel physicians where required by state law
- Conduct loss control surveys
- Review and handle workers' compensation claims



PAYROLL

- Process payroll, including job cost and multiple departments
- Handle OCIP, CCIP, and MCIP job-costing
- Prepare certified payrolls
- Print and prepare paychecks and direct deposit vouchers
- Maintain employee and client records
- Set up and maintain online payroll systems and interface for clients
- Issue year-end W-2 forms for employees
- Access to HRIS portal for instant payroll reports and data



UNEMPLOYMENT

- Handle state unemployment tax filings for employees
- Manage unemployment claims
- Attend unemployment hearings with clients by phone
- Process unemployment verification inquiries for employees



BENEFITS

- Administer FrankCrum-sponsored group medical plans, as well as client-sponsored major medical plans*
 - Administer FrankCrum-sponsored group dental and vision plans
 - Administer FrankCrum-sponsored 401(k) and retirement plans
 - Administer tax-saving programs like FSA and HSA
 - Handle COBRA compliance and administration for participants in FrankCrum group health programs
 - Remit carrier premiums for clients participating in FrankCrum-sponsored plans and client-sponsored plans*
- *When FrankCrum is the Agent of Record



ACCOUNTING

- Handle applicable wage garnishments and payments to appropriate agencies
- File consolidated 940s and 941s for all leased employees
- Provide documentation regarding the PEO relationship and tax payments



UNDERWRITING

- Conduct annual rate reviews
- Set up client payroll for additional locations
- Secure workers' compensation coverage for leased employees
- Assist with determination of workers' compensation classifications
- Add workers' compensation codes for leased employees